

# Interagency Coordinating Council (ICC) Committee Minutes

## November 10, 2005 via Videoconference

### Members/Designees Present

Ginger Paul                      Cindy Holmes                      Leisa Hutchison                      Jackie Sampers  
Scott Tomchek, representing Joseph Hersh                      Julie Rutland, representing Lee Ann Jung  
Claudia Johnson, designee, Division of Mental Health/Mental Retardation  
Brenda Parker and Gene Coversaton, Designees for Office of Insurance  
Annette Bridges, designee, Department of Education  
Lee Chance, designee, Cabinet for Community Based Services

### Staff Present

Sarah Walker                      Kristi Lunceford  
Anne Swinford                      Connie Coover  
Jane Fay                      Valarie Tolle

### Guests Present

Caroline Gooden                      Bonnie Thorson-Young

SUBJECT	DISCUSSION	ACTION
Welcome	Cindy Holmes, who chaired the meeting, welcomed everyone to the meeting and notated a quorum was established.	None needed.
Approval of/ Additions to the Agenda (Attachment A)	Cindy Holmes asked if there was any objection to a deviation of the order of the Agenda which entailed: 1) Part C Coordinator Report/Questions moved up under Public Comment; 2) vote on the Primary Level Evaluator Mentorship Proposal under Old Business; 3) adding Membership and Meeting structure under New Business; 4) no Committee Reports expected for CSPD, Natural Environments, or Finance.	No objection.

SUBJECT	DISCUSSION	ACTION
Approval Of Minutes	May, July, and September Minutes were sent via e-mail wherein members reviewed before the meeting.	A motion was made by Jackie Sampers and seconded by Scott Tomchek to approve May, July, and September Minutes. The motion carried.
Public Comment	No requests received for Public Comment.	None needed.
Part C Coordinator Report/Questions to Lead Agency (Presented by Anne Swinford)	<p><b>General Update:</b> The State Performance Plan (SPP) is complete. Upon ICC approval, it will go through the Cabinet for approval and then be sent to OSEP by the due date of 12/2/05. The First Steps Program no longer practices Focused Recruitment. Providers who will serve areas of need will have priority enrollment in trainings.</p> <p><b>Workgroup Process:</b> Many of the workgroup recommendations have been built into the SPP, those that did not fit will still be on the "items to study" list. Dr. Shepherd intends to hold provider forums around the state in the near future to get feedback from providers on the changes since last year and general input from providers about program needs.</p> <p><b>Financial Status:</b> As of October 31, 2005, 33% of the year has passed with 23% of the First Steps budget expended. Universities (12%) and Comp Cares (18%) are lagging in their billing. Some University payments have been held as reports have not been received as required by the contracts. Provider payments were at 24%, however, a provider payment cycle very early in November has probably resolved this low percentage.</p>	<p>Motion was made by Leisa Hutchison to approve the Lead Agency's State Performance Plan and incorporate it as the ICC's Annual Report and seconded by Jackie Sampers. Bonnie Thorson-Young asked if the visit by the OSEP representative, Mary Williams, was helpful. Anne Swinford indicated Ms. Williams was very helpful and all her recommendations were incorporated into the document. The motion carried unanimously with Brenda Parker, Office of Insurance, indicating the Executive Director of the Office of Insurance had no concerns, but wanted to clarify his limited knowledge regarding Early Childhood Development.</p>

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<p>Part C Coordinator Report/Questions to Lead Agency (continued)</p>	<p><b>Staff Update:</b>  The search continues for a Part C Coordinator. Permission has been requested to interview candidates from the Competitive register as no qualified candidates were found on the Internal Mobility register. Central Office has two new staff members: Jennifer Withrow, Training Coordinator, and Jeannie Bourg, Section Secretary. North Key has hired a Parent Consultant, Samantha Grieske. Western is still in the process of their search for a Parent Consultant.</p> <p><b>Family Satisfaction:</b>  There have been two family complaints between July and September. One was about a family share billing issue and the other about a provider not providing services. Both were resolved.</p> <p><b>Record Review:</b>  Fifteen requests for reconsideration of Record Review were received during September and October with an average turnaround time of 1.27 days (this compares to 3.2 days from the last reporting period). There have been no requests for the Part C Coordinator to attend an IFSP meeting.</p>	
<p>Record Review Report (Attachment B)</p>	<p>Scott Tomchek, representing Joseph Hersh, presented the report detailing record reviews received and other related data. Scott Tomchek expressed appreciation for the Record Review Team, including Theresa James, as the volume of Record Reviews has increased greatly. He stated providers are not using the standardized forms, therefore</p>	<p>None needed.</p>

SUBJECT	DISCUSSION	ACTION
	<p>causing additional work on the staff. He indicated training on this issue may help with the problem and offered to conduct training for TATs regarding the Record Review process and forms. Scott answered questions posed by the ICC. Cindy Holmes commented on the large volume of Primary Service Coordinator (PSC) units requested which she considers in large part due to the need for more amendments and the Routines Based Interview. Although nothing can be done at this time as the limits on PSC units are stated in regulations, she suggested this be looked at the next time the regulations are open to examine the cost to the system.</p>	
<p>Old Business - Vote on Primary Level Evaluator Mentorship Proposal presented by Evaluation and Assessment Committee at September meeting (Attachment C)</p>	<p>Jackie Sampers indicated the Primary Level Evaluator (PLE) Mentorship Proposal was unchanged from its presentation at the September meeting.</p>	<p>Motion was made by Ginger Paul to recommend the PLE Mentorship Proposal presented by the Evaluation and Assessment Committee and seconded by Scott Tomchek. The motion was opened for discussion. Anne Swinford indicated Central Office had not received the budget which was to be included as part of the proposal. Jackie Sampers indicated \$12,000 would be needed to support four persons required to implement the Proposal. The motion was carried with the understanding that Jackie would attach an addendum to the Proposal outlining the requested budget request and how it would be utilized. Motion carried unanimously.</p>

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New Business - Vacancy of Chair and Vice Chair positions	Cindy Holmes indicated the ICC needed to fill the positions of Chair and Vice-Chair. Lee Ann Jung announced her resignation as chair at the September meeting. Leisa Hutchison emailed her resignation as ICC member and Vice Chair via email this past month, but volunteered to stay on to assist with the process of filling these positions.	Motion was made by Jackie Sampers for the Executive Committee to check with the ICC By-Laws in regard to proper procedure to elect new officers and seconded by Sarah Wilding. Motion carried unanimously.
New Business - Membership and Meeting Structure	Cindy Holmes expressed concern as new members have not been appointed to the ICC in a long time. Sarah Wilding indicated appointments were a multi-step political process. A clean list of who still wants to serve and resignation letters from those who can no longer serve is needed to clarify what positions are vacant. Once this information is available, Sarah Wilding will forward to the Early Childhood Development Authority, which is the body responsible for appointments to the ICC. Sarah indicated that names have been submitted twice with no response from the governor's office. Sarah Wilding asked the ICC to consider quarterly meetings in 2006 with sub-committees working actively between meetings. Cindy Holmes mentioned that she would like to see a decision regarding a change in meeting schedule deferred until the issue of membership is resolved. Sarah feels the ICC would be much more effective if details are worked out in sub-committees with proposals emailed to members before the meetings. The need to develop an Orientation for existing and new members and designees outlining the authority and responsibilities of the ICC was discussed.	A motion was made by Jackie Sampers to ask the ICC Executive Committee to tackle the issue of additional membership by developing a "clean list" and organizing a committee to develop an Orientation as discussed. The motion was seconded by Scott Tomchek. The motion carried unanimously.

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University Technical Assistance Report (Attachment D) and Monitoring Team Report (Attachment E)	Jane Fay and Valarie Tolle reviewed Handouts sent to the ICC via email. Connie Coover announced that the TATs have developed a 2 ½ hour Family Orientation to be presented to families who have had an Initial IFSP. This training will be offered monthly starting in January 2006.	None needed.
DEIC Reports (Attachments F & G)	Jane Fay reviewed Buffalo Trace DEIC Report and Northern Kentucky DEIC Report.	None needed.
CSPD Committee Report	No report given.	None needed.
Evaluation and Assessment Committee Report (Attachments H, I, & J)	Dr. Jackie Sampers reported that two applications were received to provide Primary Level Evaluation since the last reporting period. Both were recommended for seven month mentorship. A statewide meeting of Primary Level Evaluators (PLEs) is scheduled via video-conference for the afternoon of December 7 <sup>th</sup> with sites throughout the state. Dr. Sampers reviewed the Agenda for the meeting which included unveiling the website "PrepNet". Also, at that meeting, PLEs will be asked to complete a Needs Assessment that will be used for planning future meetings. Finally, Dr. Sampers will be tracking needed changes in regulation related to PLE issues to support persons in the field. The next time regulations are open for change, these issues will be brought before the committee and shared	None needed

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	with state staff members.	
Natural Environment Committee Report	No report given.	None needed.
Finance Committee Report	No report given.	None needed.
Announcements	<p>Julie Rutland reported on Project INCREAS (Increasing the Number, Competence, and Resources of Early Interventionists in Areas of Shortage) which is offered by University of Kentucky's Interdisciplinary Early Childhood Education Program. Project INCREAS will provide tuition support to approximately 30 scholars who need initial Interdisciplinary Early Childhood Education certification. Project INCREAS coursework will be delivered almost exclusively through distance education formats, though no guarantee can be made that every course will be offered via distance education. A letter explaining the requirements and an application are available on the First Steps website. Deadline for INCREAS Application for Funding is November 16<sup>th</sup>.</p> <p>Next ICC Meeting is scheduled for January 12, 2006.</p>	None needed.
Adjournment		Motion made by Jackie Sampers and seconded by Leisa Hutchison to adjourn. Motion carried unanimously.